



Delaware Health and Social Services
Division of Management Services

Information Resource Management

Biggs Data Center

1901 N. DuPont Highway

New Castle, DE 19720

302-255- 9150 Fax 302-661-7213

DHSS Systems
User Request Form

Transferring From:

Transferring To:

Department:

Department:

Division:

Division:

Unit/Section:

Unit/Section:

Employee Type: State Non-State FTE Contractor

User Add User Delete User Update

Temporary Access Only

Logon ID: Effective Date:

Last Name Title Requester's E-mail Supv's Name (Printed) Company Name

First Name Location w/Rm # Phone # Fax # Birthday

Client Server Applications

Grid of application checkboxes including OMS, MCI-SI, PMTS, CMS, HRMS/LT/TAS, KRONOS, CATS, Inventory, Helpdesk, EBT, TSO, DPH, LIMS, EDIN, ICAT, CHCIS, NSP, ISIS, DSSC, CAPS, AAF, OCME, MES, Laboratory, DSAMH, Datamart, CIM, PMIS, SBI, Pharmacy, DMS, ACAMS, DOLARS, ADL, Appl Tracking, Court Cost, OAS, RPTS, ADL/MDS, Sched Optimizer, DDDS, Client Registry, DLTCRP, IRC, AAR, CBC, LCS, FAC.

Mainframe Applications

Grid of mainframe application checkboxes including Vital Statistics, VacAttack, WIC, DACSE, E&T, DCIS, DCIS II, MMIS, CCMIS, ATLANTES, TAP/LTC, OTHER.

Access Resources

Grid of access resource checkboxes including State Domain, Citrix Secured Gateway/Application Domain, SFTP/Application Domain, Fleet Services, Employee Badge, Supercard, Blackberry, Air Card #, Cell Phone #, Pager #, 800 # Authorization.

Dover

(Additional Forms Required)

DFMS DOLP MTRV JICP DTI NET PHRST DELJIS DTI VPN CORP

DB2 Inquiry

CCMIS CHCIS WIC DCIS II ACSE

MMIS Clerk Name Update #

SSL VPN DDDS #:

IP Address of Destination:

Desired Protocol & Port:

Home Address:

Home Phone #:

Purser Signature:

USER STATEMENT: I Certify that I will not access, use, or disclose any information available or acquired from the Department of Health and Social Services systems, except for purposes directly related to my job responsibilities.

User Signature: Date: ACFM Admin: Date:

Supervisor Signature: Date: Implemented by: Date: